

# **Tees Archaeology**

**The Archaeological Service for Teesside**

## **Background Information**

**Supporting Document to Tees Archaeology Service Plan**

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# **Tees Archaeology Background Information 2008/09**

## 1. Introduction

## 2. Mission Statement

## 3. Principal Aims & Objectives

### 3.1 Aims

### 3.2 Relationship to Corporate Objectives of Partner Authorities

### 3.3 Service Objectives

## 4. Overview of the Service

### 4.1 Basis of the Service

### 4.2 History of Service

### 4.3 Tees Archaeology Best Value Review

### 4.4 Current Situation

## 5. Services provided by Tees Archaeology

### 5.1 Archaeological Collections

### 5.2 Archaeological Research and Fieldwork

### 5.3 Historic Environment Record and Planning Advice

### 5.4 Public Archaeology

### 5.5 Service Administration

APPENDIX 1: Briefing Note on the DCMS Draft Heritage Protection Bill

APPENDIX 2: Key Tasks Performed by the Archaeology Service

## 1. Introduction

This document complements the **Tees Archaeology Service Plan** in providing background information about the service.

1.1 Tees Archaeology is a shared service of the four unitary authorities of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees. Hartlepool is the lead authority and the service is based in the Museums & Heritage Section and Adult and Community Services Dept. of that authority.

2. The service has an establishment of five posts led by the Archaeology Officer, Robin Daniels and a net budget for 2008/09 of £?. This is funded on a per capita basis by the authorities based on the percentages in 1996:-

Hartlepool	16.5
Middlesbrough	25.8
Redcar & Cleveland	25.9
Stockton-on-Tees	31.8

3. The Archaeology Service has the responsibility to **RECORD, RESEARCH, CONSERVE & INFORM** about all aspects of the archaeology of the partner authorities from the earliest periods onwards. In order to do this it liaises with the local authorities and other local organisations as well as regional and national agencies, principally English Heritage.

4. The service has defined five areas of activity and seeks to maintain the highest standards in each of these:

- Archaeological Collections - the care of artefacts and records held by the service.
- Archaeological Research and Fieldwork - the execution of archaeological projects.
- Historic Environment Record & Planning Advice - the record of all the known sites in the area (Historic Environment Record) and the provision of planning and policy advice.
- Public Archaeology - the provision of information about and opportunities for involvement in local archaeology.
- Service Administration.

5. A Best Value Review carried out in 2000 produced an Action Plan which identified a range of service improvements that were incorporated into subsequent Forward Plans. In 2004/05 that Action Plan came to an end and a 'Taking the Service Forward' Issues Paper and Action Plan were produced to take forward the Best Value Improvements.

6. By implementing its Service Plan, Tees Archaeology seeks to achieve continuous improvement, maintain its high standards and achieve the vision set out in its Mission Statement.

7. Tees Archaeology will be carrying out a visioning process with its partners in 2008/09 which will allow the development a further longer term action plan.

## 2. Mission Statement

**Tees Archaeology: The Archaeology Service for Teesside, will:-**

- **Make a positive contribution to the Corporate Objectives of the Partner Authorities.**
- **Provide its partnership authorities and the people of the area with a full, professional archaeological service.**
- **Raise the awareness and accessibility of the archaeology of the area.**
- **Record and research the archaeology of the area, placing it within its regional, national and international context.**
- **Provide advice on the preservation and conservation of archaeological sites within the partner authorities.**
- **Provide interpretation, display and curation of archaeological material to the highest museum standards.**

### **3. Principal Aims and Objectives**

#### **3.1 Aims**

1. To develop good working relationships with partner authorities and relevant organisations and assist in the delivery of their Corporate Objectives.
2. To promote archaeology by education at all levels and to increase public awareness of and interest in the archaeology of the area.
3. To improve access to and interpretation of archaeological sites.
4. To monitor, protect and conserve the archaeological sites of the area.
5. To maintain and enhance the archaeological record of the area.
6. To provide a continuous programme of collections and archive management.
7. To increase the accessibility of the archaeological resources held by the service.
8. To carry out and support archaeological research and publication on topics of local, regional and national importance.

### **3.2 Relationship to Corporate Objectives of Partner Authorities**

Tees Archaeology is funded by and works closely with the four unitary authorities of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees. It is therefore appropriate that it should seek to address the Corporate Objectives of these authorities through its activities as set out in the Service Plan. The objectives set out below for each authority are derived from their Community Strategies.

#### **Hartlepool (*Hartlepool's Ambition, Community Strategy & Neighbourhood Renewal Strategy 3<sup>rd</sup> Draft Feb 2008*)**

Develop a more enterprising, vigorous and diverse local economy that will attract new investment, enable local enterprises and entrepreneurs to be globally competitive and create more employment opportunities for local people.

*Tees Archaeology works with the planning department of the authority to assist in the enabling of appropriate development.*

All children, young people, individuals, groups and organisations are enabled to achieve their full potential through equal access to the highest quality education, lifelong learning and training opportunities.

*Tees Archaeology provides learning, work experience and adult education opportunities to local people and school groups.*

Work in partnership with the people of Hartlepool to promote and ensure the best possible health and wellbeing.

*Tees Archaeology provides opportunities for outdoor enjoyment of the local environment.*

Create a cultural identity for Hartlepool which attracts people to Hartlepool and makes us proud to live and work here.

*Tees Archaeology promotes awareness of the cultural heritage of the area.*

Empower individuals, groups and communities, and increase the involvement of citizens in all decisions that affect their lives.

*Tees Archaeology looks to strengthen communities by assisting in the development of a sense of community identity through community projects and a greater awareness of their local heritage.*

#### **Middlesbrough (*Middlesbrough Partnership Community Strategy 2005*)**

##### **Supporting Children and Learning**

This theme will promote citizenship and raise the aspirations, hope and confidence of young people.

*Tees Archaeology provides information about the local heritage to encourage an awareness of its importance to local communities.*

*Tees Archaeology provides opportunities for schools and other groups to experience the heritage of the area.*

### **Creating Safer and Stronger Communities**

Working with the Police and other local agencies, this theme will reduce crime, anti-social behaviour and the harm caused by illegal drugs, increase safety, promote use of leisure services and facilities, strengthen community cohesion and promote drug enforcement.

*Tees Archaeology looks to strengthen communities by assisting in the development of a sense of community identity through community projects and a greater awareness of local heritage.*

### **Transforming our Local Environment**

This theme aims to promote the environmental sustainability of Middlesbrough. Its actions will improve the quality, cleanliness and safety of our public spaces, help to reduce carbon dioxide emissions and lead to the implementation of more sustainable environmental practices generally.

*Tees Archaeology works towards the preservation and enhancement of the historic environment, contributing to an improved sense of place and a sustainable environment.*

### **Promoting the Economic Vitality of Middlesbrough**

This theme will help to create positive conditions for business growth and employment by supporting businesses, improving adult skills by identifying present and future skills, helping the hardest-to-reach into work, addressing housing market failure, extending the quality and choice in the housing market and promoting arts and cultural development. Skills needs identified in this group will be referred to the Learning Partnership who will develop programmes to meet those needs.

*Tees Archaeology provides learning, work experience and adult education opportunities to local people in order to develop skills.*

*Tees Archaeology raises awareness of and participation in the historic environment of the area.*

*Tees Archaeology works with the planning department of the authority to assist in the enabling of appropriate development.*

### **Redcar & Cleveland (Redcar & Cleveland Partnership Community Strategy 2004 -2021)**

Create more Employment Opportunities for the People of Redcar & Cleveland.

*Tees Archaeology works with the planning department of the authority to assist in the enabling of appropriate development.*

*Tees Archaeology provides learning, work experience and adult education opportunities to local people in order to develop skills.*

Make Communities Safer and Tackle Crime

*Tees Archaeology looks to strengthen communities by assisting in the development of a sense of community identity through community projects and a greater awareness of their local heritage.*

Invest in children and young people.

*Tees Archaeology provides a wide range of opportunities for children and adults to participate in and learn about the heritage of their area.*

Create a Sustainable Environment.

*Tees Archaeology seeks the preservation and enhancement of the historic environment, contributing to an improved sense of place and a sustainable environment.*

Improve the health of local people

Tackle Neighbourhood Renewal and Social Inclusion

*Tees Archaeology looks to strengthen communities by assisting in the development of a sense of community identity through community projects and a greater awareness of their local heritage.*

To raise Corporate Standards of Efficiency.

*Tees Archaeology has successfully completed a Best Value Review which tested these criteria.*

**Stockton-on-Tees (A Community Strategy for the borough of Stockton-on-Tees 2005-2008)**

Secure a safe and attractive environment for current and future generations.

*Tees Archaeology seeks the preservation and enhancement of the historic environment, contributing to an improved sense of place and a sustainable environment.*

Promote the safety and well-being of the community.

*Tees Archaeology looks to strengthen communities by assisting in the development of a sense of community identity through community projects and a greater awareness of their local heritage.*

Improve the health of the local community.

Further regenerate the Borough and improve the local economy.

*Tees Archaeology works with the planning department of the authority to assist in the enabling of appropriate development.*

Improve opportunity and achievement in education and lifelong learning.

*Tees Archaeology provides learning, work experience and adult education opportunities to local people.*

Extend the opportunities for people to experience the arts and culture

*Tees Archaeology provides a wide range of opportunities for children and adults to participate in and learn about the heritage of their area.*

### **3.3 SERVICE OBJECTIVES**

The functions of the Archaeology Service have been divided into five areas: **Archaeological Collections; Archaeological Research and Fieldwork; Historic Environment Record & Planning Advice; Public Archaeology; Service Administration.** The principal objectives set out the direction it is hoped to take in each major area of activity. This functional definition of the service aids in the development of the team based approach which is used for all projects.

#### **Archaeological Collections**

Sufficient, secure and environmentally suitable storage will be provided for the archaeological collections and archives and relevant information about the collections will be recorded on a computer database. Advice on the care of archaeological collections will be provided to the partner authorities where requested.

#### **Archaeological Research and Fieldwork**

The service will develop and implement strategies for the investigation of important archaeological sites in the partnership area and will continue to develop its ability to carry out commercial work.

The context of the work of the contractual arm of Tees Archaeology is and will remain that of furthering archaeological research relevant to the geographical area within which it operates. This does not preclude working outside the area

of the four unitary authorities provided that there is a clear **archaeological** justification.

The **North East Regional Research Framework for the Historic Environment** (*Shared Visions*, published 2006) provides a more developed context under which these criteria can be judged.

### **Historic Environment Record & Planning Advice**

The service will continue to provide advice to the Local Planning Authorities, developers and members of the public on the basis of information contained within the Historic Environment Record and will take an active role in the conservation of archaeological sites.

### **Public Archaeology**

The service will develop its provision of information to the public through publications, exhibitions and its website. It will aim to improve access to archaeological sites and it will continue to develop its educational role and to increase the range of opportunities for local people to become involved in archaeology.

### **Service Administration**

Continuing emphasis will be given to Health and Safety matters and Professional Development and suitable training provided and obtained wherever possible. The performance of the service will be monitored against the Service Plan which will be reviewed annually.

## **4. Overview of the Service**

### **4.1 Basis of Service**

1. The Archaeology Service has the responsibility to **Record, Research, Conserve** and **Inform** about all aspects of the archaeology of the partner authorities from the earliest periods to c. 1945. In order to do this it liaises with the local authorities and other local organisations as well as regional and national agencies, principally through the museums 'Renaissance in the Regions' organisation and English Heritage.

2. Tees Archaeology provides its services in pursuance of government policy as set out in Planning Policy Guidance Note 16; Archaeology and Planning (1990) which states:-

'Archaeological remains should be seen as a finite and non-renewable resource, in many cases highly fragile and vulnerable to damage and destruction. Appropriate management is therefore essential to ensure that they survive in good condition. In particular, care must be taken to ensure that archaeological remains are not needlessly or thoughtlessly destroyed.'

'... the key to the future of the great majority of archaeological sites and historic landscapes lies with local authorities, acting within the framework set by central government, in their various capacities as planning, education and recreational authorities, ...'

3. In August 1995 the Dept. of National Heritage provided a guidance note for new authorities entitled Local Government Re-Organisation: Guidance to Local Authorities on Conservation of the Historic Environment. The relevant sections of this are set out below:-

Resource Inventory

11 New authorities are asked to ensure:

- a) that adequate provision for a SMR (*Sites and Monuments Record*) service is made within their budgets;
- b) that where an authority is too small to support a separate viable SMR, it takes steps to maintain a jointly-supported centralized SMR advisory service analogous to that previously maintained at county level, and to secure ready access to this for development planning and control purposes;

Conservation Advice

16 New authorities are asked to ensure:

- a) that they have formalised and effective access to all fields of conservation advice provided by appropriately qualified and experienced staff, supported by reliable and comprehensive inventories and records;
- e) that, where a unitary authority is too small to justify extensive resources 'in house', it seeks explicit arrangements to secure access to specialist services provided by other authorities and agencies or sets up joint arrangements.

Education and Interpretation

25 New authorities are asked to ensure:

- a) that at the very least, the current provision for ...educational and interpretative activities is maintained; and
- b) that existing record collections continue to be served by teams of specialists, and to be readily accessible to the public.

Section 7 of the guidance states:

'... Where the Secretary of State is not satisfied with these arrangements, he may, under paragraph 7 of Schedule 4 of the Planning (Listed Buildings and Conservation Areas) Act 1990, direct the authority to enter into a management agreement with another local planning authority for the purpose of obtaining the necessary specialist advice.'

4. In 2004/05 the Office of the Deputy Prime Minister (ODPM) included **BV205** in its list of measures of Local Government Services. This is the local authority's score against the quality of its planning services and includes six benchmarks (A-F). Benchmark D asks:-

Whether in addition to what is offered by CABI and English Heritage, the authority has local arrangements to access specialist advice\* on the historic environment in the preparation of the LDP (Local Development Plan), planning guidance, and in determining all types of applications under the Planning Acts.

10. Is there specialist advice available in-house, from another authority or group of authorities, from a public, or from the private sector?

11. Is the advice available for the preparation of the local development plan, planning guidance and all types of applications under the Planning Acts?

12. Are the arrangements for securing the advice permanent and continual?

\* 'Specialist advice' should include advice from appropriately qualified specialists in conservation and archaeological techniques.

Arrangements are 'permanent and continual' if they are available in-house or under some standing arrangement such as a call-off contract with an outsourced provider.

This measure was dropped in the new scheme implemented in 2008.

5. The Government published a draft Heritage Protection Bill in Spring 2008, this built on an earlier White Paper in proposing wide ranging reforms. These included the unification of consents regimes which formerly covered Listed Buildings, Scheduled Ancient Monuments, Conservation Areas and others into a single 'Historic Asset Consent' regime. It is proposed that this will be administered by Local Authorities and as part of this access to a Historic Environment Record such as that held by Tees Archaeology will become a statutory requirement of local authorities.

The potential impact of these changes is substantial and they will require additional resources to be implemented. The principal implications for Tees Archaeology are set out in Appendix 1.

## **4.2 HISTORY OF THE ARCHAEOLOGY SERVICE**

1. The post of County Archaeologist in Cleveland County was established at the same time as the county, in 1974. From that time onwards the main areas of activity have been the creation of an information database, an active involvement in archaeological fieldwork and the provision of information to the public.

2. The first County Archaeologist, Marilyn Brown, established the Sites and Monuments Record and commissioned a variety of projects including:-

- a base level survey of all church buildings.
- a base level survey of the burial mounds in the county.
- reports on the archaeological potential of the medieval towns of Guisborough, Hartlepool, Stockton and Yarm.

- between 1974 and 78, excavations took place on a number of medieval sites in Guisborough, Hartlepool and Yarm using temporary contract staff funded by the then Dept of the Environment and various government training programmes.

3. Throughout the 1980s, under the direction of Blaise Vyner, the Archaeology Section made use of government Manpower Service Schemes as well as English Heritage funding to carry out a number of major excavation projects as well as other work. Two M.S.C. schemes of c.10 people were operated, one from Hartlepool, the other based in Middlesbrough.

Using the Middlesbrough scheme major excavations took place on:-

- a Neolithic Long Cairn at Street House Farm, Loftus
- a Bronze Age ritual monument, 'Wossit', at Loftus
- an Iron Age Settlement at Thorpe Thewles
- a pagan Saxon cemetery at Norton

The Hartlepool scheme also carried out a series of excavations, most notably on the site of the Franciscan Friary and the Anglo-Saxon Monastery.

Post-excavation work was carried out promptly on these projects, which were either published or written to draft level. In addition to the excavations a fieldwalking programme was implemented, a base level survey of the buildings of the county carried out and the record of the medieval churches of the county enhanced.

4. The work outlined above created a substantial artefactual and record archive and led to the establishment of Curatorial Archaeologist and Archaeological Assistant posts which were instrumental in creating permanent exhibitions at Norton Library and Thorpe Thewles Station on the Castle Eden Walkway.

5. Throughout the 1980s work progressed sporadically on the Sites and Monuments Record which was computerised using the Superfile system developed for English Heritage. This combined with the fieldwork and a programme of Aerial Photography resulted in an adequate documentation of the archaeology of the county.

6. In 1988/89 restructuring within the Libraries and Leisure Dept of the County Council created a new Archaeology, Heritage and Arts Section of which the County Archaeologist became the head. This had been immediately preceded by the appointment of an Archaeological Illustrator and a Project Supervisor. It was also contemporary with the demise of the M.S.C. schemes and an increased emphasis on conservation archaeology and the use of the planning system to control the future of archaeological sites.

7. The Sites and Monuments Record was thoroughly overhauled and updated between 1990 and 1992. The data was edited and every site visited; in addition categories such as Second World War defences, Industrial Archaeology and medieval ridge and furrow were added and enhanced. This

was carried out in conjunction with a detailed survey of the Eston Hills which resulted in their designation as a Historic Landscape through the Langbaugh (now Redcar & Cleveland) Local Plan.

8. In 1991 Blaise Vyner joined York University and Robin Daniels was asked to become acting head of the Archaeology, Heritage and Arts Section. This continued until September 1992 when a further re-structuring of the Libraries and Leisure Dept. took place. This created a free-standing Archaeology Section and added two further posts to its structure with the re-instatement of the post of County Archaeological Officer and the creation of the post of Sites and Monuments Assistant.

9. These appointments allowed the re-establishment of a sense of direction within the Archaeology Section which had tended to drift due to the involvement of its senior staff in the Archaeology, Heritage and Arts Section. The production of the first Forward Plan in 1993 was the embodiment of the new sense of direction.

10. During the period between 1992 and 1996 the Archaeology Section carried out a wide range of activities in fulfilment of its Forward Plan. At times ambition was greater than reality and the section was hampered by staff absences on maternity leave and by a recruitment freeze. Nevertheless a full complement of staff was in place by the middle of 1994.

11. Between 1991 and 1996 the most notable achievements were:-

- the creation of a dedicated storage area with roller-racking and environmental controls
- the boxing and listing of the section's archives to full archival standard
- the refurbishment of the permanent exhibitions
- the mounting of a large temporary exhibition at Green Dragon Yard, Stockton and at Kirkleatham Hall Museum as well as the development of a wide range of activities with school, special needs and adult groups.
- major excavations took place at Elton Medieval Village; Hartlepool Submerged Forest; a Roman-British farmstead at Coulby Newham and a Bronze Age/Iron Age cropmark complex at Barnaby Side, Guisborough.

12. The implementation of Local Government Re-organisation in 1996 resulted in Hartlepool becoming the Lead Authority for the Archaeology Service in a joint relationship with Middlesbrough, Redcar & Cleveland and Stockton-on-Tees Borough Councils and the service being relocated to Sir William Gray House, Hartlepool. The title of the service was changed to:-

### **TEES ARCHAEOLOGY: The Archaeological Service for Teesside.**

13. In 1997/98 the Sites and Monuments Record was re-structured using a Microsoft Access database in a joint project with Teesside University and was the subject of a successful audit by the Royal Commission on the Historic Monuments of England (now English Heritage's National Monuments Record).

14. There were intense budgetary pressures following local government re-organisation and this resulted in a 16% budget cut in the 1997/98 financial year and a further cut of 5% in 1998/99. These cuts culminated in the deletion of the post of Curatorial Archaeologist in 1998/99.

15. 1998/99 was a period of transition as the service adapted to the loss of the Curatorial Archaeologist post. It was also an extremely busy year during which the most notable achievement was the provision of a series of displays and publications and the commencement of a long-term excavation at Catcote, Hartlepool providing training and public involvement opportunities. In addition two major investigative projects took place at a Late Roman site at Newton Bewley, Hartlepool and on a major housing development at Middle Warren, Hartlepool.

16. 1999/2000 saw major change with two long serving members of staff, the Projects Officer and Archaeological Illustrator leaving. These posts were filled by February 2000.

17. 2000/2001 was dominated by the Best Value Review of the service which occupied a large amount of staff time and had a knock on effect on other activities. The service emerged from the review with the highest scores possible and a clear set of actions to improve the service and maintain its excellence.

18. 2001/02 saw further changes to staff with the Projects Officer leaving and being replaced after a six month vacancy and with the appointment of a Community Archaeologist with Single Regeneration Budget funding. An Aerial Photography exhibition was provided to Kirkleatham Museum and subsequently the Green Dragon Yard Museum, Stockton and a substantial Bronze Age timber feature at Staithes, Redcar & Cleveland was excavated.

19. In 2002/03 the focused improvement suggested by the Best Value Review began to take effect particularly in the area of offering opportunities for public participation. The excavations at Catcote, Hartlepool entered their fifth year with training provided for Durham University students and the continuing successful participation of local volunteers. This was matched in the autumn by the first season of excavation at the Iron Age site at Foxrush Farm, Kirkleatham, which was largely carried out by volunteers.

20. 2003/04 saw further staff changes with the departure of the Projects Officer in April and the recruitment of a replacement in July. The year was notable for the extensive opportunities for public involvement and particularly with participation in Channel 4's Time Team 'Big Dig' project with two successful pieces of work in Stewart Park. The employment of a part-time Administrative Assistant began to make a real contribution to the service, easing the changeover of the Project Officer post. The year also saw the establishment of the Tees Archaeology website.

21. In 2004/05 Tees Archaeology had a welcome period of stability and this allowed the continuation of the major public participation projects at Catcote, Hartlepool; Stewart Park, Middlesbrough; and Foxrush Farm, Kirkleatham. A great deal of time and energy in this and the previous year was put into the preparation of texts on the archaeological work in Hartlepool and on the Submerged Forest.

22. 2005/06 was a period of corporate change in Hartlepool and Tees Archaeology are now sited within the new Adult & Community Services Dept. The service carried out more public archaeology work than ever before with four public excavations at Catcote, Hartlepool; Foxrush, Redcar & Cleveland; Stewart Park, Middlesbrough; and Preston Park, Stockton. All were well attended by volunteers and school groups. The service also published a monograph on the peat beds of Hartlepool Bay and produced a range of World War II material which identified features of local interest.

A major 'commercial' excavation was undertaken on the Town Square, Hartlepool which revealed extensive remains of the later medieval town.

23. 2006/07 saw the last phase of excavation at Foxrush Farm as the site passed into private hands. 'Shared Visions: The North East Regional Research Framework' was published by Durham County Council, staff of Tees Archaeol played a significant role in its development. The Sites and Monuments Record was re-named 'Historic Environment Record' in line with the Government White Paper published in March 2007 and an action plan was drawn up to ensure its development to fulfill its wider role. The Nautical Archaeology Society North east section obtained substantial funding from English Heritage to establish a regional Maritime Archaeology Reference Library and Tees Archaeology are supporting this with accommodation and officer time.

24. In 2007/08 an effort was made to develop non-excavation based public activities with a site identification survey at Kirkleatham and earthwork survey in Preston Park, both proved successful attracting different people to those who had excavated, although work with school groups was more difficult. The Year also saw the publication of the third Tees Archaeology Monograph about the Anglo-Saxon Monastery at Hartlepool as well as booklets on Viking & Medieval Teesside and the completion of a major exhibition of Viking period stonework at Preston Hall Museum.

#### **4.3 Tees Archaeology Best Value Review**

1. A Best Value Review of Tees Archaeology took place throughout 2000-2001 and following inspection the service was awarded the highest marks of 3 stars (excellent) and 3 stars (will improve). The principal outcomes of the review were:-

- **A commitment to the continued provision of the service in its present form**
- **Identification of a high level of satisfaction with the service**

- **Definition of a suite of Performance Indicators for the service**
  - **Establishment of a Review Team which would continue to meet on a six monthly basis**
  - **Definition of six Best Value Objectives which were to be addressed through a series of service improvements**
2. The service continues to take forward these matters, however the passage of time has allowed a refinement of the approach.
- The Performance Indicators have been streamlined to better reflect service and user priorities.
  - Six monthly meetings of the Review Team were not sustainable and the thrice yearly meetings of the Tees Archaeology Partner Liaison Group are now used for this purpose with Best value as a standing item on the agenda.
  - The six Best Value Objectives have been addressed through the annual Service Plan and a revised set of 'Challenges' were developed through a further review (see below).
3. In 2004/05 the Best Value Action Plan came to the end of its life and a 'Taking the Service Forward' review was voluntarily carried out. This examined progress against the Action Plan and consulted with the partner authorities and staff to identify the 'Challenges' now facing the service and how they could be met. An 'Issues' report and an 'Action Plan' were produced to this end.
4. In 2008/09 'Tees Archaeology: The Vision for the Future' will be developed.

#### **4.4 Current Situation**

##### **Staff**

1. The current staff of the Archaeology Service is:-

Archaeology Officer	Robin Daniels
Projects Officer	Rachel Grahame
Sites & Monuments Officer	Peter Rowe
Sites & Monuments Assistant	Gary Green
Archaeological Illustrator	Margaret Finch
Administrative Assistant (temporary)	Ian Jones

2. The Archaeology Officer has responsibility for managing the service and its budget, for providing direction and co-ordination, providing advice to the partnership authorities and liaising with the partnership authorities as well as external organisations. The Archaeology Officer is responsible to the Arts, Grants and Culture Officer of Hartlepool Borough Council and to the partnership authorities through liaison groups.

3. The Projects Officer is responsible for all aspects of fieldwork, including the recruitment of staff, logistical arrangements, the observation of Health and

Safety requirements, liaison with external specialists and the completion of each project with a full report.

4. The Sites and Monuments Officer has responsibility for the maintenance and enhancement of the Historic Environment Record and related information and provides the initial response to development proposals and general inquiries.

5. The Sites and Monuments Assistant provides interpretative and field support to the rest of the service, with particular responsibility for supporting the SM Officer.

6. The Archaeological Illustrator provides technical support to the professional posts of the service, providing specialist drawing and design expertise to allow the production of exhibition and publication material. This post is taking a lead role in developing electronic media for the service.

7. In addition to the above, professional and non-professional staff are recruited as necessary on fixed term contracts to carry out specific projects. An Administrative Assistant has been employed since September 2002 to help with project based clerical and financial work.

8. Hartlepool Borough Council will be implementing Job Evaluation in 2007/08 and the impact of this on staff and budgets will require monitoring.

9. Volunteers and people on placements are making an increasing contribution to the work of the service and this is an area to be developed.

### **Accommodation**

1. The Archaeology Service occupies a suite of offices on the first floor at Sir William Gray House, Hartlepool. These comprise three rooms used as offices; a storeroom used for paper archives and photographs and a small kitchen. The creation and refurbishment of these rooms was based on the requirements of the Archaeology Service and they provide a good accommodation suite. Security at Sir Wm Gray House is very good reflecting its former use as a Museum. The building belongs to Hartlepool Borough Council and overall responsibility for it rests with the Museum Service which occupies the ground floor of the building. The Archaeology Service is responsible for ensuring the proper maintenance of their offices and of the buildings in the grounds which are used by them.

2. The archaeological collections are housed in the 'shelter' a pre-2nd World War Communications Bunker. This has been waterproofed externally and roller-racking is installed. The 'shelter' has partial air-conditioning and steel outer doors. De-humidifiers have been installed in the building in order to create a satisfactory storage environment. There are increasing problems of water ingress with this structure which have yet to be solved.

3. The Archaeology Service fieldwork equipment is housed in a reconstructed cottage which is adequate for the purpose.

## **Transport**

1. All transport requirements are met by hiring in transport as and when required.

## **Equipment**

1. The service uses a 'Topcon GTS 3B' Total Station Theodolite with associated tripod and prisms. This is accompanied by a Psion Datalogger which downloads into the N4CE digital survey package and the surveys are then manipulated with Adobe Illustrator and Lite Cad software.

2. A sufficient quantity of tools, associated equipment and protective clothing has been established to undertake excavation projects at minimum cost. This level of provision must be continued in order to allow the cost effective mounting of projects.

3. The Archaeology Service possesses six stand alone PCs and a laptop. All operate Windows and have the Microsoft Office suite of programmes. These are supported by six printers, two of which are colour. The Illustrator now processes all illustrative material through a computer. There is a commitment to a policy of continual upgrade of both hardware and software.

4. The service has shifted from slide to digital image based presentations using Microsoft PowerPoint software and a digital projector. This is a more flexible system and reduces wear on slides.

4. The HER uses an Access database which has been customised in a joint project with Teesside University and the development of which is ongoing. In 1999 a GIS was added to the system with full digital map coverage of the geographical area covered by the service, this is an Arcview system. In 2002 the GIS was upgraded to Arcview v8 and the new Ordnance Survey Master Map data has been obtained.

## **Administration**

1. Administration is provided by the Support Services Division of the Adult & Community Services Dept. of Hartlepool Borough Council.

## **Financial**

1. The Archaeology Service budget for 2007/08 was based on a 3% rise. That for 2008/09 is the same as 2007/08 at core but will include increases to fund Job Evaluation; the level of these is not as yet known. The budgets of the Archaeology Service since 1996 are set out in the **Service Plan**.

## Relationship to Outside Organisations

### 1. Partner Authorities

Tees Archaeology is a shared service of **Hartlepool, Middlesbrough, Redcar & Cleveland** and **Stockton-on-Tees** unitary authorities. It is accountable to those authorities through its Service Plan and quarterly liaison meetings with a representative from each of the four authorities.

In addition formal liaison meetings have been established within each authority with officers from the Museums, Planning and Countryside services being represented.

In 2005 the service was instrumental in the establishment of the '**Tees Historic Environment Group**' comprising the Tees Archaeology and the Conservation Officers of the four partner authorities. Tees Archaeology provides secretariat support to this group.

### 2. Local and Regional Organisations

Tees Archaeology has formal and informal relationships with a number of local and regional organisations principal amongst which are the following:-

**2.1 Cleveland Constabulary:** the Archaeology Service provides an emergency facility to Cleveland Constabulary in the event of the discovery of human remains of uncertain date. The role of the Archaeology Service being to ascertain initially if the burial happened over 100 years ago and subsequently to determine its archaeological context.

**2.2 Cleveland Buildings Preservation Trust (CBPT):** Tees Archaeology is a corporate member of the C.B.P.T.

**2.3 Archaeological Societies:** the Archaeology Service supports the work of two major local societies, **Teesside Archaeology Society** and the **Cleveland Industrial Archaeology Society** and has links with the **Architectural and Archaeological Society of Durham and Northumberland** and **Hartlepool Archaeological and Historical Society**. Their activities support the objective of the service to disseminate information about archaeology.

**2.4 Renaissance in the Regions:** Is an initiative to develop regional and sub-regional museum services and Tees Archaeology is involved in a number of aspects of this programme.

### 3. Professional Organisations

Tees Archaeology is involved with a number of professional organisations on both an individual and corporate level. In addition to those below the service

subscribes to the **Society of Museum Archaeologists**. The Archaeology Officer and Sites and Monuments Officer are members of the **Institute of Field Archaeologists**, the professional body for archaeologists. The Archaeological Illustrator is a member of the **Association of Archaeological Illustrators and Surveyors**.

**3.1 The Association of Local Government Archaeological Officers** is composed of the most senior archaeological officers within local authorities. It provides advice on archaeological matters to the Local Government Association and liaises with Government agencies such as the Highways Agency, DEFRA, DCMS, and English Heritage. It operates through a number of working parties and the Archaeology Officer is Chair of the Maritime Archaeology Committee and as such is a member of the Executive of the Association as well as being active in its north-east regional grouping.

**3.2 Standing Conference of Archaeological Unit Managers:** this is the national body representing contract archaeologists. It liaises at national level with English Heritage and other relevant organisations. Tees Archaeology is a member of this organisation.

#### **4. National Organisations**

**4.1 The Council for British Archaeology** is the main national non-governmental body for archaeology. It has a statutory function in regard to comment on works to Listed Buildings and acts as a pressure group on central government. The Archaeology Service is an affiliated member of the CBA.

**4.2 The Nautical Archaeology Society** is an international society which is the leading body in providing training in Maritime Archaeology to non-archaeologist divers. Its training programme is grant aided by English Heritage. Tees Archaeology have been working with the NAS over recent years to develop Maritime Archaeology in North East England and facilitates the NAS North-East group with office accommodation, library space and staff time.

**4.3 English Heritage** is the main governmental agency for the management and recording of the historic environment. It has statutory responsibilities as far as Listed Buildings and Scheduled Ancient Monuments are concerned and provides advice, grant aid and survey services to relevant bodies. The Archaeology Service deals directly with the Archaeology Inspector for the north-east region and we work closely with English Heritage in relation to a number of archaeological sites and projects.

**4.4 The Advisory Committee on Historic Wreck Sites** provides advice to the Department of Culture Media and Sport on the implementation of the Protection of Wrecks Act 1973. Its members are ministerial appointees, the Archaeology Officer was appointed to this committee in 1999 and his appointment was renewed in 2003 and 2007.



## **5. Services Provided by Tees Archaeology**

The Archaeology Service's functions have been separated into five main areas:

- **Archaeological Collections**
- **Archaeological Research and Fieldwork**
- **Historic Environment Record and Planning Advice**
- **Public Archaeology**
- **Service Administration**

The aims, history and current situation in each of these areas is set out below and further to this a list of the key tasks carried out by the service are included in **Appendix 2**.

### **5.1 Archaeological Collections**

#### **1. Aims**

**1.1 To provide a continuous programme of collections and archive management.**

**1.2 To increase the accessibility of the archaeological resources held by the service.**

#### **2. History**

2.1 On its formation in 1974 the Archaeology Service inherited a small collection of archaeological objects documented on IRGMA cards and has since acquired a small collection of excavated objects. The service does not have an active collection policy except for educational purposes but acts as a temporary clearing house whilst objects are conserved, researched and published prior to deposition with the appropriate museum. The Archaeology Service formally curates material from the area of the unitary authority of Stockton Borough Council on behalf of the Museum service.

2.2 The Archaeology Service's major excavation projects of the 1980s generated a large amount of archaeological material and archives requiring the implementation of proper systems of conservation, storage, research and display. This in turn led to the establishment of the post of Curatorial Archaeologist in 1982.

2.3 The Archaeology Service's first two bases in Middlesbrough, at Halifax Buildings and The Old School, Victoria Rd., had inadequate storage space with poor environmental and security controls. This was initially the case at the third base, the Southlands Centre, but a roller-racking system and environmental controls were installed into a dedicated area. The collection is now housed in the 'shelter' which has full environmental controls and roller racking. Paper and photographic archives are stored in a dedicated room in the main office suite at Sir William Gray House, Hartlepool.

2.4 All the material has been packaged and conserved to the best standards.

2.5 A Collections Management Policy was drafted in 1996, replacing an earlier one from 1985. This defines the area of interest as the Lower Tees Valley and undertakes to respect the Collections Policies of the Museums in the region.

2.6 The absence of an opportunity to display the results of major excavation projects led to the establishment of two permanent exhibitions at Norton Library and Thorpe Thewles Station. The latter has now been dismantled as part of a re-furbishment of the building; the care of the former remains the responsibility of the Archaeology Service.

2.7 The main responsibilities in this area were assumed by the post of Curatorial Archaeologist, however due to the implementation of budget cuts in 1998/99 this post has now been deleted. The responsibility for the Collections has been assumed by the Archaeology Officer and measures have been put in place to ensure the effective management of the collections.

2.8 In 2000/01 a Disaster Plan was compiled for the service with an accompanying Action Plan.

### **3. Current Situation**

#### **3.1 Staff**

The Archaeology Officer is responsible for ensuring the proper curation of the collection, while the Sites and Monuments Officer has taken over the task of documenting the material assisted by the Sites and Monuments Assistant.

#### **3.2 Implementation of Collection Standards**

The service will comply with the standards defined by NEMLAC, the Museum Association, the Museums and Galleries Commission and appropriate specialist groups in all aspects of the care of its collections.

#### **3.3 Conservation**

Artefact conservation for the section is carried out by the Dept. of Archaeology, University of Durham and by Karen Barker working freelance at NEMLAC.

### 3.4 Storage

The artefact collection is now stored in the 'shelter' in the grounds of Sir William Gray House. Dehumidifiers have been installed in the 'shelter' to provide a stable storage environment. A full roller-racking storage system has been installed in the 'shelter'. Greater efforts are currently being made to place material with appropriate museums due to pressure on storage space.

## 5.2 Archaeological Research & Fieldwork

### 1. Aims

**1.1 To carry out and support archaeological research and publication on topics of local, regional and national importance.**

**1.2 To maintain and enhance the archaeological record of the area.**

### 2. History

2.1 The Archaeology Service has been active in all types of fieldwork since its inception and has carried out a number of projects on nationally significant sites. These have been followed by prompt publication of results. These projects were originally resourced through Manpower Service Schemes.

2.2 The demise of the Manpower Services Schemes in the late 1980s presented the Archaeology Service with the challenge of adapting to a new situation of substantially reduced resources. The establishment of the posts of Archaeological Illustrator and Project Officer ensured that the basic infrastructure to carry out field projects remained.

2.3 Changes within the structure of British archaeology have resulted in the development of competition in the execution of developer funded archaeology. The current structure of the Archaeology Service has been developed to take account of this situation with the separation of the roles of planning advice and project execution.

2.4 The Archaeology Service carries out work on a contract basis in order to generate income to meet its budget requirements. However, in addition to externally funded work there is a continuing commitment to carrying out archaeological research in the area and there had been annual research excavations since 1991; however reductions in funding in 1997/98 made it impossible for the service to carry out such work without funding partners.

2.6 From 1998/99 a programme of investigation at Catcote, Romano-British Settlement at Hartlepool commenced. This is a partnership project with Durham University and the Countryside Service of Hartlepool Borough Council and local volunteers have been encouraged to take part throughout the project

2.7 Between 2002/03 and 2006/07 a project on an Iron Age site at Foxrush Farm, Kirkleatham, Redcar and Cleveland was carried out. This was a partnership project between Redcar & Cleveland Museums and Countryside Services, Tees Archaeology and Teesside Archaeological Society.

2.8 In 2003/04 a project began to look at the deserted medieval and later village of East Marton, Middlesbrough. This was the birth place of Captain Cook and is sited in Stewart Park, Middlesbrough.

### **3 Current Situation**

#### **3.1 Staff**

The Archaeology Officer and Projects Officer take the lead in this area of activity and the Sites and Monuments Assistant and Illustrator provide essential support.

#### **3.2 Equipment**

Existing equipment has been maintained and renewed.

#### **3.3 Finance**

The current budget will allow the public archaeology programme to continue.

#### **3.4 Projects**

The project at Catcote will finish in 2008, however East Marton is continuing as are survey projects at Saltburn and Preston Park, Stockton. These will be joined by a new project based at Flatts Lane Country Park which will carry out a site identification and condition survey of the Eston Hills.

### **4. Information**

The Iron Age, Romano-British and Medieval research projects at Catcote and East Marton all provided useful continuing information about their respective sites. While significant information was recovered about the enigmatic rutways on the foreshore at Saltburn and the line of the Stockton and Darlington Railway through Preston Park.

### **5.3 Historic Environment Record & Planning Advice**

#### **1. Aims**

**1.1 To monitor, protect and conserve the archaeological heritage of the area.**

**1.2 To maintain and enhance the archaeological record of the area.**

#### **2. History**

2.1 Historic Environment Record & Planning Advice covers three main areas of activity:-

2.1.1 The provision of planning and policy advice to ensure the protection of archaeological sites.

2.1.2 The maintenance and enhancement of an accurate and up to date record of all the known archaeological sites in the area; the Historic Environment Record (HER).

2.1.3 The provision of advice and expertise to aid the active conservation of archaeological sites through management schemes and fabric repairs.

2.2 Planning and policy advice has been provided by the Archaeology Service since its inception. However, prior to 1990 this was against a background of uncertainty as to the role and importance of archaeology in the planning process.

2.3 In 1990 the Dept. of the Environment issued Planning Policy Guidance Note 16, *Archaeology and Planning* which clearly identified the importance of archaeological sites and integrated archaeological concerns into the planning process. This resulted in a major increase in planning related work - a national survey in 1993 suggested an increased workload in the order of 200%.

2.4 While the HER had been adequately maintained through the 1980s, the arrival of PPG 16 created a much greater need for accuracy and reliability and as a result the decision was made to re-cast the whole record. Alongside this a programme of field visits to all the archaeological sites on the record was undertaken and completed in 1992.

2.5 Archaeological policies have been adopted by the partnership authorities in their Local Plans and by the five Tees Valley authorities jointly in the Tees Valley Structure Plan. As part of the Local Plan process Redcar & Cleveland have designated the Eston Hills as a Historic Landscape in recognition of the importance of the archaeological remains.

2.6 In 1994 the government issued PPG15 which provided guidance on how listed buildings and conservation areas should be dealt with within the planning process and provided for greater archaeological involvement to ensure the proper recording and preservation of important buildings. The implementation of this has had little impact in the area as yet.

2.7 The issue of Maritime Archaeology has become more important over the last few years as conservation bodies began to appreciate the extent of the archaeological resource within territorial waters and the inadequacy of current measures to preserve and record it. In 1994 the Archaeology Service established a Maritime Archaeology Database in partnership with the then Royal Commission on Historic Monuments of England (now part of English Heritage). This database covers all sites pre-dating 1945 which lie between High Water and the 15 mile territorial limit. The database currently contains 2,500 sites and extends from Seaham Harbour, Co. Durham to Whitby, N.

Yorkshire. A regional coastal survey will take place in 2008 and the service will play a lead role in this.

2.8 The HER is continually updated and enhanced and a major step forward in this area has been the acquisition of a GIS system which has increased the accuracy and accessibility of the records.

2.9 The SMR Assistant post was created in a re-structuring of the service in 1997 and the former Archaeological Assistant post was given this designation. This has provided much needed backup to the Sites and Monuments Officer in maintaining the record. In 1999/2000 the former post of Sites and Monuments Record Officer was re-graded from Sc4 to Sc5 and designated Sites and Monuments Officer. In 2005/06 this post was again re-graded to SO1.

2.10 2004 saw the publication of draft benchmarks for SMRs or Historic Environment Records as they were increasingly known (HER). These have been developed by English Heritage and the Association of Local Government Archaeological Officers (ALGAO). We have assessed our records in the light of this and produced an Action Plan which will be implemented through the Service Plan process.

2.11 The Tees Archaeology SMR was re-named as HER in 2006/07 and an action plan was produced to accompany this.

### **3. Current Situation**

#### **3.1 Staff**

The lead officers in this area are the Archaeological Officer, Sites and Monuments Officer and the Sites and Monuments Record Assistant

#### **3.2 Equipment**

In 1997/98 the Sites and Monuments Record was successfully transferred to Microsoft Access on a new computer. A new database was constructed in a joint project with Teesside University and this has proved very successful. Opportunities for further development of the SMR are being examined in conjunction with Northgate, Hartlepool Borough Council's ICT provider.

In addition to the computerised database, a base 1:10,000 map coverage of the former area of Cleveland exists but is no longer updated. These are augmented with 1:2500 scale maps in areas of intensive activity, while the Maritime Record is plotted on to a set of appropriately scaled charts.

In 1998/99 the Arcview GIS system was acquired and was fully operational by the end of the 1999. In 2002 an upgraded version of Arcview, v8, was obtained as was new hardware and the service has now fully migrated to this. This migration also involves a transition from PC to server based data which should expand the long term possibilities of the system. A general computer replacement programme, implemented in 2002 has opened the way to viewing the GIS and SMR on a number of the services' monitors.

### 3.3 Information

Over the previous six years updated SMR information had been provided to the unitary authorities on a rotational basis. This was suspended in 1999/2000 to allow the implementation of the GIS based system. In 2001/02 the SMR information was supplied digitally to all four partner authorities.

The Best Value Review has identified a need to have a more formal and substantive programme of SMR enhancement and this has been implemented on the basis of a ten year rolling programme.

A set of draft national benchmarks for HERs has been developed jointly by English Heritage and ALGAO and these have been addressed in an HER Action Plan produced in 2004/05.

2005/06 saw the final completion of the gazetteer of industrial sites for Redcar & Cleveland and these have now been incorporated into the HER. This year also saw the completion of historic digital map coverage for the operational area of Tees Archaeology.

In 2007/08 a major project to enhance the coverage of the built environment began, focusing on ensuring that a proper record of Listed Buildings was included on the HER

## 5.4 Public Archaeology

### 1. Aims

**1.1 To promote archaeology by education at all levels.**

**1.2 To heighten public awareness and interest in archaeology within the partnership authorities.**

**1.3 To improve access to and interpretation of archaeological sites.**

### 2. History

2.1 The provision of information has always been given a high priority in the Archaeology Service and as well as informing the media this has involved leaflets, talks, guided visits and walks, temporary exhibitions and the establishment of permanent exhibitions at Norton Library (Pagan Saxon Cemetery) and Thorpe Thewles Station (Iron Age Settlement). National recognition of this work was given in 1984 when the service won the Country Life Award for its publicity work.

2.2 The educational work carried out by the service was more sporadic and was based on teachers' demand rather than offering packages. This has been addressed in the last few years and a number of educational packages have

been put together to make use of the permanent and temporary exhibitions. These have been accompanied by the setting of performance targets to ensure that this work takes place every year.

2.3 Links with the four museum and countryside services in the area have developed greatly in the past few years and the service is regularly contributing to their programmes of display and educational work. In addition major partnership projects have taken place at Catcote Romano-British Site, Summerhill Woodland Adventure Park, Hartlepool; Foxrush Farm Iron Age Site, Redcar & Cleveland and Stewarts Park, Middlesbrough and Preston Park, Stockton-on-Tees.

### **3. Current Situation**

#### **3.1 Staff**

There is no member of staff with sole responsibility for developing educational and public archaeology strategies. All members of staff continue to be involved in liaison with the public and in the design and development of exhibitions, information panels and leaflets.

#### **3.2 Equipment**

A range of resources have been acquired and are being developed. These include archaeological materials for 'sorting' activities; replica pottery and jewellery for display and handling purposes.

#### **3.3 Information**

'In house' reports have continued to be made generally available. A monograph on the Hartlepool Submerged Forest was published in 2005 and one on the Anglo-Saxon Monastery at Hartlepool in 2007/08. These complement a monograph report on the A66 project which was published in 2001. In addition a range of popular booklets covering the archaeology of the major periods in the area has been produced.

A new initiative to convey the results of projects was trialled in 2007/08. This involved half day presentations on a particular project to a pre-booked audience. This provided information and an opportunity to see and handle finds. Sessions took place for Catcote, Hartlepool and Foxrush, Redcar & Cleveland and were located in the vicinity of the projects.

Major emphasis has been given to the Tees Archaeology website and the re-design and re-casting of this will be completed in 2008.

## **5.5 Service Administration**

### **1. Overview**

#### **1.1 Departmental Structure.**

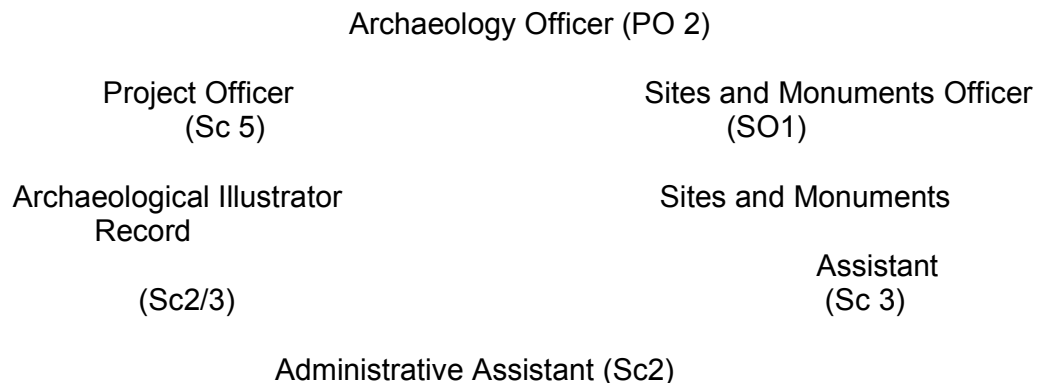
The Archaeology Service is part of the Museums & Heritage Section of the Adult & Community Services Dept. of Hartlepool Borough Council. The Archaeology Officer answers to the Museum and Heritage Officer who in turn is responsible to the Asst. Director (Community Services).

#### 1.2 Relationships to Partner Authorities.

Tees Archaeology provides a service to the four partner authorities of Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton. The service is funded on a 'per capita' basis by the four authorities and a liaison group of senior officers from the four authorities has been created. The Tees Archaeology Partner Liaison Group meets on a four monthly basis and has been actively involved in the development of the service.

#### 1.3 Staffing Structure.

The Staffing Structure of the Archaeology Service is set out below.



#### 1.4 Communications

Internal communication is formalised by fortnightly team meetings. In addition documents are circulated with read and tick messages to ensure full circulation and circular e-mails are used. Communications within the Museums & Heritage Section are through regular supervision meetings with the Museum and Heritage Officer.

#### 1.5 Training & Development

The Archaeology Service has adopted the Staff Appraisal system operated by Hartlepool Borough Council and this provides clearly identified training needs which can then be met. The Adult & Community Services Dept received 'Investors in People' accreditation in 2007.

Internal professional training is provided to all staff at staff meetings or at special sessions subsequent to staff meetings. Individual training is provided by the appropriate officers as required.

Hartlepool Borough Council, Workforce Development Dept. provides a range of training courses which are available to the Archaeology Service.

External training is provided by English Heritage and the Institute of Field Archaeologists as well as through attendance at conferences such as that of

the Institute of Field Archaeologists and the Society of Museum Archaeologists.

There is a firm and continuing commitment to ensure that staff receives appropriate and continuous training to promote their professional development.

#### 1.6 Accommodation

The responsibility for managing the accommodation of the service lies with the Archaeology Officer in conjunction with the other responsible senior officers.

#### 1.7 Health & Safety

The Archaeology Officer holds responsibility for all Health and Safety matters concerning the service but individual officers have responsibility for their own Health and Safety and that of staff undertaking tasks for them. The service is covered by the Health and Safety policy of Hartlepool Borough Council and has its own Health and Safety Statement. It abides by the guidance of the Standing Conference of Archaeological Unit Managers in its fieldwork. Risk Assessments are carried out before each field project and these together with guidance on safe working practices are provided to all staff. Two members of staff are trained 1st Aiders.

#### 1.9 Marketing

The marketing of the Archaeology Service and its products is being continuously developed. A Marketing Strategy was produced in 2005/06 but there has been little opportunity to develop it.

#### 1.10 Financial Management

The financial management of the service is undertaken by the Archaeology Officer in conjunction with the Support Services Section of the Adult & Community Services Dept. The Archaeology Officer, Sites and Monuments Officer and Projects Officer are authorised to incur expenditure. All staff are however responsible for costing their own requirements and projects and monitoring expenditure against them.

#### 1.11 Funding

The Archaeology Service is funded through its Revenue Budget from Hartlepool Borough Council; this is recharged proportionately to the other authorities. Substantial additional funding is consistently generated from external sources for a wide range of projects. The Archaeology Officer and Project Officer are largely responsible for the acquisition of this additional funding.

## **2. Current Situation**

### 2.1 Staff.

The Service is fully staffed and there was no staff turn over in 2007/08. Hartlepool Borough Council implemented a Job Evaluation programme in

2007/08 which has increased staff salaries, however the global impact on budgets will not be known until Autumn 2008.

#### 2.2 Staff Training

Both general and specialist training courses were attended in the last year, and specific training needs of individuals were defined through the staff appraisal system, where practical these were met.

#### 2.3 New Technology

There was a substantial replacement and upgrading of computers in 2003/04 and computing capacity will continue to be developed as required. A 'Managed Print Service' was introduced in 2008 which has degraded the print capabilities of the service. This is being addressed.

#### 2.4 Finance

The impact of Job Evaluation measures have yet to be determined and the core budget has been held at 2007/08 levels in preparation for this.

## **APPENDIX 1: Briefing Note on the DCMS Draft Heritage Protection Bill**

R Daniels, Tees Archaeology

### **1. Introduction**

The Draft Heritage Protection Bill was published by DCMS in April 2008, any comments on the bill are required by 27<sup>th</sup> June and it is expected to be included in the next Queen's Speech. The Bill is supplemented by a section of Explanatory Notes, an Impact Assessment and by Draft Guidance for Local Authorities for Historic Environment Records.

### **2. The Bill**

2.1 The Bill seeks to simplify the current legislation and reduce the number of legislative schemes which relate to nationally important heritage sites such as the present Listed Buildings, Conservation Areas and Scheduled Ancient Monuments.

#### Register of Historic Assets

2.2 A single Register will be created for England and this will include four categories of 'heritage assets' namely:-

- Heritage structures
- Heritage open space
- World heritage site
- Marine heritage site

2.3 Heritage Structures and Open Spaces will be designated by English Heritage, World Heritage Sites are designated by UNESCO and Marine Heritage Sites will continue to be designated by the Secretary of State at DCMS.

2.4 While a site is being considered for the register it will have the same protection as if it was registered.

2.5 Details of the sites included on the Register will be provided to Local Authorities

#### Certificate of No Intention to Register

2.6 'Certificates of No Intention to Register' may be applied for to English Heritage and once granted last for five years. Previously these only applied to Listed Buildings but will now also apply to archaeological sites and marine sites.

#### Heritage Asset Consent

2.7 In order to carry out works to a registered site a 'Heritage Asset Consent' must be applied for. These will be determined by the Local Planning Authority; however English Heritage and the Secretary of State reserve the right to determine such consents.

2.8 If consent is refused then the owner of the asset may give a purchase notice to the local planning authority, requiring them to consider the purchase of the asset.

#### Historic Environment Record

2.8 Records of the known archaeological sites of an area (Historic Environment Records) will be a statutory requirement of each unitary authority. This will include all registered heritage sites, sites of special local interest and other archaeological sites. Authorities may arrange to hold a record jointly

## Powers of Entry

2.9 Powers of entry are available in the pursuit of the purposes of the act.

### **3. Implications of the Bill**

#### Certificate of No Intention to Register

3.1 Such certificates can be applied to Listed Buildings at the moment. They will now be applied to archaeological sites as well. This is a significant change and raises the problem of knowing what is under the ground when a certificate is requested. The likelihood is that significant archaeological work may be required to allow the issuing of such a certificate. This would be at the cost of whoever requested the certificate.

#### Historic Asset Consents

3.2 The devolution of all Historic Asset Consents to Local Planning Authorities will represent an increase in casework which will impinge on Development Control and Conservation staff as well as the archaeological advice required from Tees Archaeology. Whilst the quantity of consents in relation to archaeological sites is not great, experience suggests that it can be extremely contentious and time consuming. DCMS has allocated £400,000 a year to support local authorities in this activity. It is not clear how this money will be allocated.

#### Historic Environment Records

3.3 The requirement for an HER will become statutory for each of the unitary authorities in the area. Explanatory note 252 makes it clear that local authorities will be allowed to make joint arrangements. The current situation in regard to Tees Archaeology would therefore address the statutory requirement.

3.4 Guidance has been published on what is expected of these records and some work will be required by Tees Archaeology to meet the specifications, the most significant of which is internet access. DCMS and English Heritage have undertaken to meet any additional costs.

### **4. Conclusion**

4.1 The Bill is a welcome simplification of the existing system but the reforms are very dependant on the ability of local authorities to deliver the necessary level of service. It is unclear whether there will be sufficient new resources to allow this.

R D

19.05.08

## **APPENDIX 2: Key Tasks Performed by Tees Archaeology**

1. Maintenance & updating of the Historic Environment Record (HER)
2. Maintenance & updating of Maritime Archaeology Database
3. Provision of Archaeological data to planning depts.
4. Initiation of projects to enhance HER
5. Screen planning applications
6. Provide advice on the archaeological implications of planning applications
7. Liaise with non-planning application developers, e.g. utilities, forestry
8. Provide briefs for archaeological work in relation to developments
9. Carry out Watching Briefs on development sites of archaeological interest where it would be onerous to require the developer to meet costs
10. Monitor archaeological contractors carrying out work to Tees Archaeology briefs
11. Carry out themed or area studies to improve policy and planning advice
12. Comment on policy matters
13. Provide policy advice
14. Provide draft policy statements
15. Advise on Conservation areas
16. Promote new or expanded Conservation Areas
17. Provide documentation in support of 16
18. Promote conservation projects for archaeological sites
19. Provide advice on the conservation of archaeological sites
20. Provide an active input into conservation schemes for archaeological sites and landscapes
21. Provide advice on Scheduled Ancient Monuments

22. Promote and help to implement schemes related to Scheduled Ancient Monuments
23. Curate the collection of archaeological material and archives
24. Accept and curate additions to the collection
25. Provide curatorial advice to the museum service
26. Provide identification and conservation advice for objects
27. Promote and provide advice on interpretative projects
28. Provide information and designs for interpretative material
29. Provide information and training to countryside and other appropriate staff
30. Originate and design archaeological exhibitions at a variety of museum and non-museum venues
31. Provide resources and advice to schools
32. Provide guided walks
33. Provide a range of published material about the archaeology of the area
34. Promote projects and the archaeology of the area to the media
35. Originate and implement externally funded archaeological projects
36. Maintain a programme of Aerial Photography to locate new sites in the area
37. Carry out fieldwork projects to further understanding of the archaeology of the area.
38. Provide emergency cover for unexpected finds of archaeological material
39. Provide an emergency forensic service to the police